

**Subject: Site Plan for the Reconstruction of a Parking Lot at 121 Butler Ave. W. (Heritage Middle School) – ISD 197**

<b>Meeting Date:</b> Monday, May 23, 2022	
<b>Submitted/Presented by/Department:</b> Melissa Houtsma - Community Development	
<b>Action Type</b>	
<input type="checkbox"/> Consent Item	<input type="checkbox"/> Discussion/Direction
<input type="checkbox"/> Public Hearing	<input type="checkbox"/> Informational Only
<input checked="" type="checkbox"/> Action/Motion	<input type="checkbox"/> Report
<input checked="" type="checkbox"/> Resolution	<input type="checkbox"/> Other:
<b>Action</b>	
City Staff requests that the City Council review and approve of the proposed site plan subject to the listed conditions as recommended by Planning Commission.	
<b>Background</b>	
<p>On behalf of Independent School District 197, ICS Builds has applied for a site plan review for the reconstruction of the existing parking lot at 121 Butler Avenue West (Heritage Middle School).</p> <p>ISD 197 has plans in motion to repair some of the school parking lots this spring/summer, most include a simple mill and overlay. However, the Heritage parking lot is being reconfigured to reduce the size of the larger southwest parking lot to accommodate a drop-off and pick-up loop. The loop is intended to improve the process and overall safety of the drop-off and pick-up as well as creating separation between the loop and the regular parking lot.</p> <p><b>Planning Commission Review</b> The Planning Commission met in regular session on May 17<sup>th</sup>, 2022 to review the proposed site plan and held a public hearing on the item. No one from the public called or came forward on the item.</p> <p>The Commission discussed the following items:</p> <ul style="list-style-type: none"> <li>▪ Different areas throughout the site that are hard surface/impervious versus possibility for more green space. <ul style="list-style-type: none"> <li>○ While the total square footage of impervious surface was not included in the plans, the overall number of parking stalls on the western side of the site will be decreased from 150 stalls to 112 (110 in the main lot and 2 in the loop).</li> </ul> </li> <li>▪ Longer drive aisle to the western most portion of the main lot and the possibility of it being made shorter in exchange for additional green space. <ul style="list-style-type: none"> <li>○ The applicant stated that the longer drive aisle allows for not only longer queueing lines during events, but also a much more clear and natural flow and direction of</li> </ul> </li> </ul>	

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traffic that is also similar to the counter-clockwise movements the current parking lot uses.

- The benefits of B-6-12 curbing and surmountable curb, specifically what type might be more appropriate in certain areas of the site.
  - The applicant called out a few areas on the site where they would like to have surmountable curb, largely for snow removal purposes and pushing the snow over the curb.
  - City Staff has written the conditions of approval to allow surmountable curb as approved by the City Engineer. The applicant and City Engineer have already begun discussions on appropriate areas for surmountable curbing.
- Expansion of the parking stall depths and reduction of the drive aisle widths.
  - One commissioner pointed out that the plans, as shown, would not be able to accommodate the 4 rows of parking stalls to be expanded with only 3 drive aisles. The applicant has stated they are able to add the necessary room to make up the difference (~ 1 ft.) by adding onto the southern portion of the lot.
- Alignment of the traffic lanes exiting the loop in relation to Bellows Street to the south.
  - The applicant did discuss the possible re-alignment with Bellows Street as the left lanes do not currently align. However, due to the lower amount of traffic the County stated they therefore have little concern in leaving the intersection as is.
  - Since the two left lanes will not be aligned, the commission added a new condition of approval that the straight-out arrow be removed from the plans to better indicate that you cannot exit the loop and drive south onto Bellows Street.
- Pedestrian and bicycle traffic accommodations on site.
  - The applicant detailed bike parking patterns as well as the typical entrances used for pick up and drop off. Staff and the applicant also detailed the pedestrian options in moving around the parking lot as well as connecting to surrounding properties.
  - The commission recommended adding a new condition of approval to incorporate painted cross walks that connect from the two curbed islands at the ends of the northern most row of parking.

Ultimately, the Commission voted 6-0 to recommend approval of the site plan subject to the listed conditions as recommended by City Staff, as well as two additional recommended conditions of approval which include,

- Additional Condition #1 (listed as condition #10 in the resolution)

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<ul style="list-style-type: none"> <li>○ Applicant shall update the plans to remove the straight-out arrow to better indicate that you cannot exit the loop and drive south onto Bellows Street.</li> <li>▪ Additional Condition #2 (listed as condition #11 in the resolution)             <ul style="list-style-type: none"> <li>○ Applicant shall incorporate painted crosswalks that connect from the two curbed islands at the ends of the northern most row of parking.</li> </ul> </li> </ul>	
<b>Attachments</b>	
Planning Commission Memo Staff Presentation Submitted Plans Resolution	
<b>Previous Relevant Actions</b>	
The proposed site plan was reviewed by the Planning Commission on 05/17/2022.	
<b>Alternatives</b>	
If City Council is not satisfied with the project and/or conditions, please advise City Staff or the desired changes and recommendations.	
<b>Financial</b>	
Budgeted: <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No Financial Impact
Fund: N/A	
Department: N/A	
Account: N/A	
Amount: N/A	